



## Application Submodule 2.3 – Public consultation document

### A. TO BEGIN THE SUBMODULE

This submodule sets out the public consultation requirements of a Scheme proposed by an association consistent with the Professional Standards Legislation.

Public consultation is a critical part of the approval process where the Professional Standards Councils publish the proposed Scheme with a public consultation document inviting feedback from the association members, stakeholders, government agencies, other associations operating a Scheme, and the public. This process is designed to support sections 8 and 9 of the legislation (using the *Professional Standards Act 1994* (NSW) as an example) which provides that, before approving a Scheme, the Councils must publish a notice in a daily newspaper circulating in the relevant jurisdiction(s) to invite comments and submissions from interested persons/parties on the proposed scheme. The public consultation document is not the Councils' notice.

This submodule is to be read in conjunction with Guidance 2.3.2 *Public Consultation Document* which is designed to assist you completing the Submodule.

### B. WHAT IS THE PUBLIC CONSULTATION DOCUMENT IN THE CONTEXT OF A PROFESSIONAL STANDARDS SCHEME?

The public consultation document seeks to provide better consumer information and to help generate responses to the Councils' notice calling for comments and submissions on a proposed Scheme. This approach is aimed at facilitating a considered process by the applicant association to explain what the Scheme means, gain valuable insights into the views of consumers, and establish how the association might communicate the proposed Scheme to its members and consumers of members' services.

Comments and submissions received in response to the public consultation process are a mandatory consideration of the Councils when deciding whether or not to approve a Scheme.

If the Scheme proceeds to public notification, the public consultation document is uploaded to the Councils' website, together with the draft Scheme instrument and the statutory notice. Your association is also expected to publish the proposed Scheme and public consultation document on your website, as well as informing your members directly.

### C. COMPLETING THE PUBLIC CONSULTATION DOCUMENT

The information required from your association is to be entered into Template 2.3.1 *Public consultation document*.